

MEMORANDUM

TO: Paul B. Ferrara, P.h.D., Director

THRU: Robin D. Porter, Deputy Director

FROM: Mike Moore, QD Section Chief

DATE: 5-06-04

SUBJECT: Amendment to Section 1 (Introduction) of the QD Training Manual

Amendment 1A is forwarded for your review and approval. Amendment consists of the addition of paragraph 1.7, explaining the manner in which the qualifications of previously trained personnel are assessed. The amendment is necessary in order to bring the Training Manual into compliance with 15.5.4 of our Quality Manual (1 April 2002).

Robin D. Porter, Dep Dir

Date

Paul B. Ferrara, Ph.D., Dir

Date